

**REQUEST FOR PROPOSALS (RFP)**

**FOR THE**

**SELECTION OF CONTRACTORS WHO WILL**

**BE ELIGIBLE TO BID ON THE**

**INTERNATIONAL BRIDGE SUPPLY,**

**INSTALLATION, AND INTEGRATION OF A**

**SECURITY AND TRAFFIC MANAGEMENT SYSTEM**

**January 19, 2005**

## **GENERAL INFORMATION**

The Michigan Department of Transportation (MDOT) and the International Bridge Administration (IBA) are seeking contractors for the supply, installation and integration of a Security and Traffic Management System (the System) to be deployed on bridge structures, buildings, and the IBA grounds. IBA operates the bridge system linking Sault Ste. Marie, Michigan with Sault Ste. Marie, Ontario and deals with such items as bridge management, applicable standards, the collection of tolls, operation, maintenance and capital improvements for the Sault Ste. Marie crossing. MDOT owns the U.S.-based properties up to the international border. The Canadian-based properties are owned by the St. Mary's River Bridge Company. The IBA is a distinct administrative entity within MDOT formed under agreement to operate, manage and maintain the bridge and support facilities on behalf of both owners.

Since there is no prequalification classification for the System, MDOT and IBA will determine which contractors are eligible to provide a bid using this Guideline. After contractors are notified that they are eligible to bid, they will be invited to the bidding process which is anticipated to take place in May 2005.

## **OVERVIEW OF THE WORK**

The planned System will encompass security sensors, alarm annunciation and control systems, related alarm accessories, closed-circuit television (CCTV) surveillance and assessment system, cameras, video matrix switches, digital video recorders, monitors, related CCTV accessories, fibre optic communications, paging devices, and outdoor lighting.

The contract will include the installation, programming, configuration, integration, and testing to confirm the System is in compliance with the requirements, and delivery of a fully operational security and traffic monitoring system. It is anticipated that the system communications will be compatible with internet protocol (IP) using fast/gigabit Ethernet and open standards based switch matrices and storage devices. The system contractor must provide complete training on the set-up and administration of the System software, comprehensive operator and maintenance technician training on the complete system and all accessories. The system contractor will also be responsible for the provision of an integrated post installation on-call system support service to IBA covering both the USA and Canadian installations.

The work is to be carried out on and around the bridge structure which crosses the international border being over various channels including those serving the Sault Ste. Marie locks as well as the St Mary's River rapids. The limit of works encompasses approach roads and bridge sections extending over a distance of approximately 3.2 km (10,600 ft). The contract will include an extended maintenance and support period covering the initial five years of system operation.

The system contractor will be responsible for the installation and integration of the following items (partial list of items in approximate quantities): 80 metres of Fibre Optic Cable and Conduit, 1000 metres of Coaxial Cable installed in conduit or tray, 900 metres of signal cable installed in conduit or tray, 850 metres of power cable installed in conduit, 3 each Field Security Power and Electronics Cabinets, 13 each Gate Switch Assemblies, 10 each monostatic radar sensors, 760 linear metres of Acoustic Fence Sensor, 22 each CCTV cameras, 4 each video detection, 4 each outdoor Paging Assemblies, and 1 each System console workstation and central equipment racks.

It is anticipated that the construction cost of this project will be in excess of one million US dollars.

## **MANDATORY REQUIREMENTS**

Selected prime contractors that possess the technical expertise and experience to install a security and traffic management system as outlined above within a security environment are being invited to submit a proposal. Contractors must be able to bid on projects within Michigan under Michigan Department of Transportation Guidelines.

## **ORGANIZATION OF THE PROJECT TEAM**

The location of the works involves two different jurisdictions, the United States (Michigan) and Canada (Ontario). The contractor is encouraged to provide an integrated team to the extent possible to carry out the project in both jurisdictions.

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

There is no DBE goal for this project.

## **SUBMISSION OF PROPOSAL**

Eight paper copies of your proposal must be received by the MDOT project manager named below not later than February 8, 2005 at 5:00 P.M. Faxed and electronic copies are not acceptable. In addition, provide one unbound copy to:

### Regular Mail:

Carol Rademacher, Manager  
Construction Contracts Section  
Michigan Department of Transportation  
P.O. Box 30050  
Lansing, MI 48909

OR

Overnight Mail:

Carol Rademacher, Manager  
Construction Contracts Section  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

This copy is to be received no later than February 8, 2005, at 5 p.m. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of contractors submitting questions will not be disclosed.

The Control Section for this project is 17034 and the Job Number is 00205A. The work is considered specialty and there is no MDOT prequalification classification required.

## **PROJECT MANAGER**

The MDOT Project Manager for this project is:

Mr. Phillip M. Becker, P.E.  
General Manager  
International Bridge Administration  
934 Bridge Plaza  
Sault Ste Marie, MI 49783

Telephone: (906) 635-5255  
Email: [beckerp@michigan.gov](mailto:beckerp@michigan.gov)

## **INSTRUCTIONS FOR SENDING IN PROPOSALS**

Contractors must submit eight (8) copies of the proposal to the stated MDOT/IBA project manager by the date and time stated. MDOT/IBA will date/time stamp or log the proposals.

Contractors mailing proposals should allow ample mail delivery time to ensure timely receipt of their proposals. Proposals arriving after the response date and time will be disqualified from the selection process. Registered mail is suggested to avoid this possibility. Proposals that are not submitted in accordance with these guidelines will not be considered as part of the selection.

All proposals must comply with the following:

1. Proposals are to be organized according to the outline as defined in “INFORMATION REQUIRED” part of these guides.
2. Most pages should be 8 ½ X 11 inches.
3. Font must be a minimum of 12 point.
4. Pages must be numbered continuously throughout, and in the format of “Page 1 of \_\_\_\_.”
5. Staple proposals in the upper left hand corner or provide binders.
6. Sections can be tabbed and numbered.
7. Graphics will be allowed.

## **INQUIRIES & GENERAL INFORMATION**

All questions regarding the scope of work in the request for proposal must be submitted by e-mail to the MDOT/IBA project manager. Questions shall be directed to the project manager a minimum of three business days prior to the date and time that the proposal is due. All such questions and their answers will be placed on the MDOT/IBA web as soon as possible after receipt of the questions. The names of the contractors submitting questions will not be disclosed. **The employees of the proposing contractors must not contact any MDOT/IBA staff, including members of the selection team for this project, other than the MDOT/IBA project manager, or their designee to obtain information on this project. Such contact shall result in disqualification.**

a. **Addenda to RFP**

If it becomes necessary to revise any part of the RFP, addenda will be posted on the MDOT/IBA website.

b. **News Releases**

Any news release(s) pertaining to this RFP or the project to which it relates will not be made without prior written MDOT/IBA approval, and then only in accordance with the explicit written instructions from MDOT/IBA.

c. **Disclosure**

All information in a proposal and any contract resulting from this RFP is subject to disclose under the provisions of the “Freedom of Information Act,” 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

The contractor may contact MDOT/IBA contract administration staff at any time with questions concerning the selection of bidders.

## **CONTRACT ADMINISTRATOR**

The MDOT Contract Administrator for this project is:

Ms. Carol Rademacher, Manager  
Construction Contracts Section  
Michigan Department of Transportation  
P.O. Box 30050  
Lansing, MI 48909

Telephone: (517) 373-3382  
Email: [rademacherc@michigan.gov](mailto:rademacherc@michigan.gov)

## **STRUCTURE OF THE PROJECT TEAM**

The prime contractor is responsible for the successful completion of the project and must perform at least forty percent (40%) of the projects, by dollar value, not including direct costs, required on the project.

## **REJECTION OF SUBMITTALS**

MDOT/IBA reserves the right to reject any and all proposals received as a result of any request for proposal. MDOT/IBA will not pay for the information solicited or obtained as a result of a contractor's response to any request for proposal.

MDOT/IBA will reject any proposal that is not in complete compliance with the instructions in this guidance document.

MDOT/IBA reserves the right to reject any proposal where it is determined by MDOT/IBA that a conflict of interest exists.

## **ACCEPTANCE OF PROPOSAL CONTENT**

The content of your proposal will become contractual obligations. Failure of the successful bidder to accept these obligations may result in cancellation of the contract.

## **INFORMATION REQUIRED IN PROPOSALS (The proposal must follow the format outlined below.)**

### **A. GENERAL INFORMATION**

The first section of the proposal shall provide the following general information. This section should not be numbered and will not be a basis of scoring. Information provided will determine if the contractor is eligible to submit the proposal. In the event that the contractor includes sub contractors as a part of its project team, all information requested must be provided for those sub contractors within the same sections.

#### **IDENTIFICATION OF PRIME AND SUB CONTRACTORS**

- a. Name of prime contractor submitting proposal (this is the contractor that the Department/Authority will contract with).
- b. Name, address, telephone and fax numbers, and email address of the prime and sub contractors, including a responsible contact person.
- c. Federal Identification number, if applicable, of the prime and sub contractors.

In addition, this information is required for all branch offices or other subordinate elements that will perform or assist in performing the projects. Indicate whether the contractors operate as individuals, partnerships, or corporations. If a contractor is a corporation, include the state in which the contractor is incorporated, if applicable. State whether they are certified as a Disadvantaged, Minority, or Women Business Enterprise (DBE) by MDOT/IBA.

#### **INTERNATIONAL ISSUES**

The project requires contractors to work both in Canada and the United States. Contractors must take such steps as are necessary to assure that they can fulfill the terms of the contract under the laws of the United States, Michigan, and Canada. The obligation to perform the work under the appropriate and applicable laws is the obligation of the contractor. This includes, but is not limited to, licensing, immigration, bonding, and insurance. Contractors must sign and submit Exhibit D to be eligible to have their qualifications reviewed.

#### **SECURITY ISSUES**

1. All original plans and/or documents related to the project and all copies thereof shall be returned to the Michigan Department of Transportation (MDOT) when the project is completed. The Contractor agrees that all original plans and documents related to the project, and all copies thereof, belong to MDOT. The Contractor further agrees that it will not make copies of any plans or documents related to the project without the prior written consent of MDOT. All documents prepared by the Contractor and MDOT are the property of MDOT and cannot be furnished to any party without the written permission of MDOT.

2. The Contractor agrees that all information related to this project, including but not limited to copies of plans, and/or documents relating to the project, is confidential and the Contractor agrees to maintain all information related to this project as confidential and shall not disclose any information related to this project except as provided in a. or b., immediately below. The obligations of confidentiality will not apply to:
  - a. Information for which MDOT gives specific prior written permission to the contractor for publication or use.
  - b. Information that is required to be disclosed based on court order.

Due to the extremely sensitive nature of this contract, if the Contractor violates the confidentiality provision of this contract, the Contractor agrees to be financially responsible for consequential damages, including but not limited to costs associated with assessing the potential threat to the security system and the cost to change, alter, or replace the security system as a result of confidential information being released, and any and all additional costs incurred by MDOT as a result of the Contractor disclosing confidential information related to the project.

#### **OTHER INTERESTS (CONFLICT OF INTEREST)**

Describe any other interests or connections that the prime or sub contractors have had or will have with this project. This would include any activity, contract or business relationship that any of the contractors on the project team have with any city, township, village, county, company, governmental agency, community, steering committee or selection team, any of which are related to this project.

For each contractor on the project team that does not have any past or current interest or connection with this project, a statement attesting to that fact must be provided.

NOTE: MDOT/IBA considers it a conflict of interest for a contractor to represent more than one party in relation to any given project regardless of which phases of the project are involved.

#### **DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

This project has a zero (0) goal for DBE participation.

### **B. QUALIFICATION SECTION**

The second section is the information that will be used to score the qualifications of each contractor's proposal. The section numbering correlates to the score sheet. Therefore, the contractors should format their proposals to match the outline provided.

#### **1. UNDERSTANDING OF PROJECT AND INNOVATIONS**

Describe your understanding of the project. This information is to be based on the scope of projects.



## **2. ORGANIZATION OF PROJECT TEAM & KEY PERSONNEL**

### **2a.) ORGANIZATION CHART**

Provide an organization chart of your project team including sub contractor(s). This chart must include the names of the key people selected for this project, their roles on the project, the name of the contractor with which they are employed, and lines of communication. Also, indicate the people who will be points of contact with the MDOT/IBA project manager.

### **2b.) STRUCTURE OF PROJECT TEAM (PERSONNEL AND ROLES)**

The Michigan Department of Transportation (MDOT) and the Contractor will agree on the Key People to be assigned to the Project Team prior to any work being performed. The Contractor will not replace any Key People assigned to the Project Team without prior written approval from MDOT/IBA. MDOT/IBA has the right to disapprove such replacements, and the Contractor is required to find alternative replacements that are acceptable to MDOT/IBA. The replacement of Key People from the Project Team without MDOT/IBA approval will be considered a breach of this Contract, and MDOT/IBA may terminate the Contract immediately. If a member of the Project Team who is one of the Key People leaves the Project Team, the Contractor will replace that person with a person who is acceptable to MDOT/IBA within thirty days, unless an extension of time is granted by MDOT/IBA. Failure by the Contractor to find an acceptable replacement to the Project Team within thirty days or within the time extension granted by MDOT/IBA, if any, will be considered a breach of the Contract, and MDOT/IBA may terminate the Contract immediately. AKey People@ are defined as those people whose qualifications and experience are essential to providing quality services, as determined by MDOT/IBA. AProject Team@ means the personnel assigned by the contractor and the subconsultant(s) who are responsible for the completion of the services.

The Contractor will be required to pay for and provide criminal background checks of all Key People assigned to the Project Team to MDOT/IBA, prior to beginning work. If any of the Key People have a criminal record that is unacceptable to MDOT/IBA for any reason, the Contractor will be required to find a replacement(s) that are acceptable to the Department.

Provide a communication plan of how the project team will communicate projects information and resolve issues.

## **3. STAFF PROJECT EXPERIENCE**

### **3a&b) KEY STAFF EXPERIENCE**

The Contractor shall provide resumes for each of the key staff of the prime and sub contractors stated in section 2. The format shown in Exhibit A can be used for reference. In addition to general resume information, the following information should be provided for project experience that is similar to the project being solicited:

1. General description of the project.
2. Role of person in the project.
3. Project budget.
4. Year project was completed.
5. Name of client (agency or company).
6. Role of contractors in the project (It is not required that the submitting contractors have a role.)
7. Name and phone number of person to contact for client.
8. Provide the following:
  - a. Route name
  - b. Limits of construction
  - c. The construction budget
  - d. General description of type of construction

### **3c) CONTRACTOR EXPERIENCE**

A contractor must provide, in addition to staff resumes described above, a listing of related projects completed by the contractors and sub contractors. For each project, state role of contractor and which key staff were involved. Also give client contact.

### **4. REFERENCES/PAST PERFORMANCE**

MDOT/IBA will contact the clients given for determining past performance. Each contractor may provide references in addition to past clients.

### **5. CAPACITY**

List any other projects to which the proposed Key People from Section 3 are currently obligated, or any project the contractor anticipates one of its Key People will be obligated during the performance of this project. State any project the contractor anticipates using these Key People during the performance of this project. This includes any work for which the contractor has been the successful bidder, but for which a contract/authorization has not yet been executed. Further, this must include work for all clients, not just MDOT/IBA. This information is to be formatted in accordance with Exhibit B.

The Contractor that is selected for this project must obtain written approval from the Department/Authority for any changes in the role Key People throughout the delivery of the project.

### **6. QUALITY ASSURANCE/QUALITY CONTROL (QA/QC) PLAN**

The Contractor must outline its QA/QC plan for this project. Include background information on the proposed QA/QC manager for this project.

### **7. SAFETY PROGRAM**

A safety program is a factor in this selection. Contractors must outline its safety program for the project.

## **INFORMATION REQUIRED IN TECHNICAL PROPOSALS (as part of presentations)**

If notified by the selection team that you are one of the shortlisted contractors, you may be required to provide a Technical Proposal and do a presentation. You will be notified of the requirement at that time.

## Exhibit A

### Staff Education and Experience Report

EMPLOYEE NAME  
ROLE ON THIS PROJECT

TITLE

COMPANY NAME	YEARS OF EXPERIENCE	
	_____ with company _____ with other contractors	
EDUCATION: degree, year, school (inc. city and state of school)		
LICENSES AND REGISTRATIONS		

### Specific Experience

MONTHS/ YEARS	PROJECT I.D.	ROLE & PROJECT DESCRIPTION
<i>(enter as mo/yr to mo/yr)</i>		<ol style="list-style-type: none"> <li>1. General description of the project.</li> <li>2. Role of person in the project.</li> <li>3. Project budget.</li> <li>4. Year project was completed.</li> <li>5. Name of client (agency or company).</li> <li>6. Role of contractors in the project (It is not required that the submitting contractors have a role.)</li> <li>7. Name and phone number of person to contact for client.</li> <li>8. If the project is an project related to a construction project, provide the following:               <ol style="list-style-type: none"> <li>e. Route name</li> <li>f. Limits of construction</li> <li>g. The construction budget</li> <li>h. General description of type of construction</li> </ol> </li> </ol> <p>This section is limited to two (2) pages per key staff member.</p>


(continue as needed)

## Exhibit B

### Schedule of Assignments and Commitment of Hours for Key Personnel

EMPLOYEE NAME

Commitment of hours for this employee for all current assignments other than this project.							
Description of Other Assignments	1 <sup>st</sup> Month	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month	5 <sup>th</sup> Month	*6 <sup>th</sup> Month	Total
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
Monthly totals for other assignments							
Hours available/planned for this project**							
TOTAL HOURS***							

\*For projects exceeding six months, provide information for entire length of project if requested in request for proposal

\*\*This must be resubmitted and approved by the Department/Authority if Key Personnel commitment changes available hours for project.

\*\*\*Total of hours committed to other project assignments and the hours committed to this project.

## Exhibit C

### Proposal Scoring Criteria

The selection team will complete one consensus score sheet per contractor.

- \_\_\_\_ Contractor(s) do not appear to have any conflicts of interest concerning this project.  
 \_\_\_\_ Contractor has provided stating intent to comply with contract requirements.

Project: Prime Contractor Name:	Total Possible	Rater's Score
<b>1. Understanding of Project</b> <b>20 points</b> – Exceeds expectations in understanding. <b>10 points</b> – Narrative meets expectations for understanding. <b>1 point</b> – Minimal information was provided. <b>REMARKS:</b>	20	
<b>2. Organization of Team –</b> <b>10 points</b> – Proposed organization exceeds expectations in use of personnel and expertise. Description of Communication plan is excellent. <b>5 points</b> – Provides adequate personnel with appropriate responsibilities (right people doing right work). Description of Communication plan seems adequate <b>1 point</b> – Organization of team is not efficient (appears costly) and not effective (insufficient expertise or inappropriate expertise). Description of Communication plan is poor. <b>REMARKS:</b>	10	
<b>3a. Qualifications of Team Leader –</b> <b>20 points</b> – greater than 5 recent years of experience with excellent directly related project experience (greater than 5 project activities) <b>15 points</b> – greater than 5 recent years of experience with good and numerous project experience. <b>10 points</b> – five years of project experience with good related project experience (one or two project activities) <b>5 points</b> – five years of experience with no or poorly related project experience. <b>1 point</b> – less than 5 years experience <b>REMARKS:</b>	20	

<p><b>3b. Qualifications of Remaining key prime contractor and sub contractor staff</b> – key sub contractor staff should be scored in role proposed without consideration for who they work for. If no key leads or key staff not in lead, assign points to other so that total still is 20 points.</p> <p><b>Leads in project work –</b>  <b>10 points</b> – amount and type of experience exceeds expectations  <b>5 points</b> – amount and type of experience meets expectations</p> <p><b>Staff not in lead roles –</b>  <b>10 points</b> - amount and type of experience exceeds expectations  <b>5 points</b> – amount and type of experience meets expectations</p> <p><b>REMARKS:</b></p>	20	
<p><b>3c. Project Experience -</b>  <b>20 points</b> – greater than 5 recent years of experience with excellent directly related project experience (greater than 5 project activities)  <b>15 points</b> – greater than 5 recent years of experience with good and numerous project experience.  <b>10 points</b> – five years of project experience with good related project experience (one or two project activities)  <b>5 points</b> – five years of experience with no or poorly related project experience.  <b>1 point</b> – less than 5 years experience</p> <p><b>REMARKS:</b></p>	20	
<p><b>4. Past Performance</b> – take into consideration references offered by contractor  <b>20 points</b> – consistently receives excellent performance evaluations and references  <b>15 points</b> - usually receives good to excellent performance evaluations and references  <b>10 points</b> – usually receives good performance evaluations and references  <b>5 points</b> – demonstrates a pattern of average to poor performance evaluations or references  <b>1 points</b> – has unacceptable performance evaluations or references</p> <p><b>REMARKS:</b></p>	20	



<b>5. Capacity –</b> <b>10 points</b> – no apparent conflict in hours or scheduling <b>5 points</b> – it appears there some conflicts in capacity may arise <b>1 point</b> – provided team is too committed to other work to be properly available for this project <b>REMARKS:</b>	10	
<b>6. QA/QC Process – (if applicable)</b> <b>10 points</b> – QA/QC process relates directly to project type with demonstrated checklists and defines error recognition and action <b>5 points</b> – adequate general QA/QC program for firm but not specifically related to the project <b>1 point</b> – a statement is provided but nothing is given specifically to project <b>REMARKS:</b>	10	
<b>7. Safety Program –</b> <b>5 points</b> – clearly defined operational safety program including description of how safety program relates to project <b>1 point</b> – general safety program is stated by nothing is given specifically to project <b>REMARKS:</b>	10	
<b>Maximum Total Points</b>	135	

Selection Team Names \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Selection Team  
members signatures \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dated \_\_\_\_\_

## Exhibit D

The undersigned agrees to take such steps as are necessary to assure that they can fulfill the terms of the contract under all the laws of the United States, Michigan, and Canada. The undersigned agrees that IBA/MDOT have no obligation to provide information or direction related to any laws, regulations, licensure requirements, permits, etc. The undersigned agrees that any information provided by IBA/MDOT is for informational purposes only and that IBA/MDOT can not assume the obligation for the bidder to assure they are lawfully completing the service.

The undersigned is fully informed as to the nature of the work and the conditions relating to its performance. This includes, but is not limited to, the requirements for Canada and the United States and Michigan as it relates to electrical licensing, bonding, insurances and immigration.

The undersigned understands and agrees that MDOT/IBA reserves the right to reject any and all proposals. The undersign agrees upon submitting its proposal that its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competition in connection with this proposal.

The undersigned agrees that the successful bidder will be required to pay for and have criminal background checks on all their employees and the employees of the subcontractors. The undersigned also agrees that each employee of the successful bidder will be required to provide a statement of confidentiality concerning the project.

The undersigned agrees that the Key People presented in its proposal will be those people performing the work if the contractor is the successful bidder. The undersigned agrees that any changes in its Key People must have the prior written approval of MDOT/IBA and failure to receive the prior written approval of MDOT/IBA may result in the termination of the contract.

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Complete Legal Company Name

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Authorized Signature

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Address

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